



MONTANA LAND INFORMATION ACT GRANT PROGRAM & APPLICATION GUIDELINES FISCAL YEAR 2023

***Produced by the Montana State Library,
with advisement from the Grant Review Subcommittee of
the Montana Land Information Advisory Council***

Pursuant to Section 4 (c) of the Montana Land Information Act (Senate Bill 98) and
Administrative Rule IV of the Montana Land Information Act.

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PURPOSE OF THE LAND INFORMATION ACT

“The purpose of the [Montana Land Information Act (MLIA)] is to develop a standardized, sustainable method to collect, maintain, and disseminate information in digital formats about the natural and artificial land characteristics of Montana. Land information changes continuously and is needed by businesses, citizens, governmental entities, and others in digital formats to be most effective and productive. [The MLIA] will ensure that digital land information is collected consistently, maintained accurately in accordance with standards, and made available in common ways for all potential uses and users, both private and public. [MLIA] prioritizes consistent collection, accurate maintenance, and common availability of land information to provide needed, standardized, and uniform land information in digital formats.” (Section 90-1-402, Montana Code Annotated (MCA))

Montana citizens and GIS practitioners in Montana have a decades-long investment in a strong foundation of GIS knowledge, partnerships, spatial data infrastructure, and data-sharing tools. This investment in GIS empowers local, state, and federal government staff as well as business, industry, education, and research personnel seeking to understand Montana’s economy, demography, landscape, and much more.

MLIA statute and administrative rule require that the Montana State Library, hereinafter referred to as the State Library, with advice from the Montana Land Information Advisory Council (MLIAC), establish a granting process. This document provides an overview of the MLIA granting process and instructions for grant applicants. The State Library provides state GIS coordination and oversight of MLIA grants. Where appropriate, the products of the grants shall comply with general State information technology and geospatial data standards and/or best practices.

According to the Montana Land Information Act, “The granting process must give preference to interagency or intergovernmental grant requests whenever multiple state agencies, local governments or agencies, or Indian tribal governments or tribal entities have partnered together to meet a requirement of the land information plan.” (Section 90-1-404 (1) (e), MCA)

RELATIONSHIP TO THE LAND INFORMATION PLAN

The MLIAC Grant Review Subcommittee, hereinafter referred to as the Subcommittee, establishes criteria for the MLIA granting process. Criteria are developed based upon the original intent of the MLIA and the goals and objectives set forth in the [Montana Land Information Plan](#).

The State Library, in coordination with the MLIAC, prepares this plan annually to describe the priority needs to collect, maintain, disseminate, and steward land information. This includes the coordination, collection, maintenance, integration, or dissemination of Montana Spatial Data Infrastructure (MSDI) themes or other associated work. The plan is endorsed by the MLIAC and approved by the State Library Commission.

The Plan prioritizes land information needs for Montana’s citizens. Government and private sector entities or other stakeholder groups within Montana may implement portions of the Land Information Plan. Entities applying for MLIA grants should implement strategies and initiatives that advance the priorities identified within the Land Information Plan.

PURPOSE OF THE GRANT PROGRAM

The purpose of the Montana Land Information Act Grant Program is to assist state agencies, local governments, or Indian tribal governments with implementing the priorities of the Land Information Plan. Collaboration is extremely important, and the granting process gives preference to interagency or intergovernmental grant requests whenever multiple state agencies, local governments or agencies, or Indian tribal governments or tribal entities have collaborated together to meet a requirement of the Land Information Plan.

Applicants are required to read the FY2023 Land Information Plan prior to starting the grant application process, in order to understand the defined Land Information Priorities for the state of Montana: [link](#).

MLIA GRANT COMPLIANCE

TECHNICAL QUESTIONS

Please direct all questions related to the MLIA Grant Application and Process to the Montana State Library: MLIAGrants@mt.gov | 406-444-5354.

ELIGIBILITY

Applicants must represent one of the following forms of government within Montana:

- Any department, agency, board, commission, or other division of state government.
 - This includes the Montana University System.
- Any city, county, or other division of local government.
- A tribal government/entity within the state.

INFORMATION MUST BE CREATED TO STANDARD & MADE PUBLICLY AVAILABLE

- A. Grantee must make all information, products, code, media, etc. created or updated through a Montana Land Information Act Grant publicly available.
 1. All deliverables created or updated are considered public information and can and will be freely used by the Montana State Library.
 2. All deliverables created or updated through an MLIA Grant must reference the Montana State Library and utilize the official Montana State Library logo.
 3. Sensitive or private information must not be collected through an MLIA Grant.
- B. Must meet state-adopted accuracy standards/best practices, as follows:
 1. Coordinate System requirements:
 - a. Coordinate System: NAD 1983 (2011) State Plane Montana (Meters), WKID 6514,
 - b. Vertical Coordinate System: NAVD 1988.
 2. NG 9-1-1 Standard for site/structure address points, road centerlines, emergency service boundaries: NENA Standard for NG9-1-1 GIS Data Model (NENA-STA-006.1.1-2020).

3. Boundaries should be created/edited to align with existing MSDI data layers, where possible: e.g., Public Land Survey System (PLSS), Cadastral, Administrative Boundaries.
 4. Collecting Survey Control to improve the digital representation of the PLSS, please see Appendix B.
 5. To promote interoperability and standardization with data collected with MLIA Grant funds:
 - a. Use the Esri Local Government Information Model (LGIM) when collecting non-MSDI and non-NG 9-1-1 data.
 6. Metadata records should be created or modified to the adopted state standard:
https://ftpgeoinfo.msl.mt.gov/Documents/Metadata_Tools/DataListMetadataStandard.html
 7. National State's Geographic Information Council's Best Practices on Geo-Enabled Elections: Best Practices Guidance | NSGIC Geo-Enabled Elections document:
<https://elections.nsgic.org/best-practices-gis-in-elections/>
- C. Grantee must register all metadata records with the Montana GIS Data List, unless it is incorporated into an existing registered dataset (i.e., MSDI layer) and have associated metadata records that comply with adopted standards.
1. <http://msl.mt.gov/GIS/DataList>
 2. If existing information is modified under an MLIA Grant Project and already registered at the Montana GIS Data List, the corresponding metadata record shall be modified appropriately.
- D. Grantee must submit a copy of final data to the State Library. This data is for record of work completed. The State Library does not act as the disseminator of the information.

FY2023 LAND INFORMATION PLAN PRIORITIES FOR GRANTS

MLIA Grants for FY2023 will be evaluated based on **one** of the following defined Land Information Plan Grant Category priorities (see Relevance and Public Benefit). Applicants are required to identify **one** priority when developing grant proposals. Please see the [FY2023 Land Information Plan](#) for the full grant categories.

TIER 1 GRANT PRIORITIES

Grant projects that create or update datasets and develop workflows for the purpose of continued participation in the Montana Spatial Data Infrastructure or other statewide data collection initiatives listed below. All Tier 1 Grant Priorities will take precedence over Tier 2 Grant Priorities in the prioritization of MLIA Grant Funds.

- a. Develop GIS Information to Support Next Generation 9-1-1 (NG9-1-1) – Development of GIS data that are National Emergency Number Association (NENA) Standard Compliant
 - i. Boundaries – Development of the Public Safety Answering Point (PSAP) boundaries, Emergency Service Boundaries (law, fire, emergency medical services), and/or provisioning boundaries.
 - ii. Addresses – Development of address data that are NENA standard compliant that can be integrated into the MSDI Structures and Addresses theme.
 - iii. Road Centerlines – Development of road centerline data that are NENA standard compliant and meet requirements for integration into the MSDI Transportation theme.
- b. Montana Spatial Data Infrastructure Improvement to Cadastral and Administrative Boundaries Themes.
 - i. Cadastral – Improvements to digital representation of Public Land Survey System (PLSS) for the purpose of improving accuracy of the MSDI Cadastral and Administrative Boundaries themes:
 1. Collecting new survey control data.
 2. Digitization and dissemination of documents related to PLSS corners.

- ii. Administrative Boundaries – Development and enhancement of data layers recognized by the MSDI Administrative Boundaries Theme.
- c. Integrating GIS into the Planning and Preparation for Geo-Enabled Elections
 - i. Collaboration across local government to implement a single address point dataset that is NENA NG9-1-1 standard compliant and meets the needs of elections processes.
 - ii. Collaboration across local government to create and maintain essential election boundary datasets that meet MSDI Administrative Boundaries standards.

TIER 2 GRANT PRIORITIES

Development of GIS that support on-going government workflows and build GIS capacity:

- a. GIS Planning: Create a plan to assist potential MSDI partners for MLIA Grants to clearly identify their current GIS needs and to help them develop a realistic scope of work, budget, and schedule to achieve a project. The Montana State Library will make up to 4% of funds available for GIS Project Planning Grants. These projects will help MSL partner with local governments to prepare grant partners.
- b. Development of base geographic data layers that are standardized, regularly maintained, and made publicly available to support local information needs and support activities including, but not limited to, land use planning, infrastructure, and asset management.
- c. Support Geographic Information Systems for Public Safety, Emergency Management, Disaster & Emergency Services Operations, and Community Resilience Planning. Support the creation, maintenance, and standardization of local, tribal, and state geographic information systems or geographic information to be used for planning, mitigation, and recovery in the event of man-made, natural, and/or economic hazards or challenges.

MLIA GRANT PROJECT MANAGER

The defined MLIA Grant Project Manager (PM) serves as the primary point of contact to the Montana State Library throughout the life of the MLIA Grant Project. A secondary project manager must also be defined for the project, this role serves as a backup to the primary project manager. For the purposes of the MLIA Grant Program, if awarded, the defined PMs must meet the following requirements or expectations:

1. Must be an employee of the eligible grant applicant's organization.
2. Is responsible for coordinating the negotiation of the MLIA Statement of Work (contract).
3. Is responsible for the success of the MLIA Grant Project.
4. The PM, not a hired consultant, is expected to manage the entire grant project from start to completion.
5. Is required to submit invoices, financial reports, quarterly progress reports, data deliverables, and a final project report.
6. When submitting quarterly/final report(s), the PM is expected to present an original report from the perspective of the grantee's organization, not a hired consultant's perspective.
7. Is responsible for oversight of the publishing of any and all metadata in the GIS Data List.
8. Acts as the primary point of contact for all related technical issues.

9. Is responsible for communication with the Montana State Library's Grant Project Manager. It is the policy of the State Library to communicate only with the applicant/grantee, not with hired contractors or consultants.
10. Delivers presentations about the grant project to the Montana Land Information Advisory Council, the Montana State Library Commission, or the Montana Association of Geographic Information Professionals.

The designated Project Manager must be willing and able to perform all aspects of managing the grant project and must have the necessary expertise to ensure the successful completion of the project.

REPORTING REQUIREMENTS

- Quarterly Reports: Summary of the project, timeline, and budget.
- Final Status Report: Due by the project closeout, the report includes:
 - Summary of project,
 - Financial report,
 - Description of methods for data creation/collection,
 - Data and its associated metadata,
 - Proof data has been published to the Montana GIS Data List (if applicable),
 - Map depicting the project, and
 - All negotiated project deliverables.

GRANT PERIOD AND EXTENSION POLICY

Awarded MLIA grant projects are for a one-year term, starting on July 1 and ending June 30 of the following calendar year, unless otherwise negotiated. Extensions must be requested, in writing, by the identified Project Manager. Extension approvals will be based on reasons due to legitimate circumstances encountered beyond the grantee's control and project performance to date

COLLABORATION AND COORDINATION

Collaboration, coordination, and partnership are important when creating and maintaining geographic information. As stated in the MLIA statute, "The granting process must give preference to interagency or intergovernmental grant requests whenever multiple state agencies, local governments or agencies, or Indian tribal governments or tribal entities have partnered together to meet a requirement of the land information plan." (Section 90-1-404 (1) (e), MCA) Grant applications that meet the grant partnership criteria and warrant approval will be placed at the top of the priority list.

MULTIYEAR, PILOT, OR GIS PROJECT PLANNING

Multiyear, pilot, or planning projects are acceptable under this grant program. Geospatial data conversion or implementation projects are broad in scope and can take numerous years to complete. The MLIA Grant Program is an annual program, intended for a grant recipient to receive funding for a project that must be fully completed and fully reported in only one year. GIS data-conversion projects can experience "scope creep" and can sometimes take more than one year to complete.

Multiyear – MLIA grant projects must be identified and approved as multiyear projects. Being an approved multiyear project does not guarantee future funding, nor does it bypass the application

process. Previously approved multiyear projects that meet the grant criteria and warrant approval may be given preference.

GIS Project Planning Grants – MLIA GIS Project Planning Grants are intended to help potential applicants for MLIA Project Grants to clearly identify their current GIS resources and needs and to help them develop a realistic scope of work, budget, and schedule to achieve a project. For example, a planning grant may be used to determine if GIS training and equipment is an essential first step for an applicant versus the collection of data and creation GIS databases.

Planning grants can provide potential project grantees with the time and resources to travel to Helena to meet with State Library staff to either develop a project or to fully review and prepare for an identified project.

Planning grants can be used to cover the following costs:

- Vehicle mileage at the current State of Montana rate;
- Lodging in Helena;
- Per Diem (meals);
- Travel time from the applicant's main place of business (county seat or city); and
- Time spent meeting with State Library staff.

Planning grants cannot exceed \$1,000.00 and will be pro-rated depending upon the distance of the applicant from Helena. There is a 50 percent match requirement for the grant. Thus, if an applicant is awarded a \$1,000 grant, they must provide \$500 in matching funds. Matching funds can be provided as in-kind in the form of the applicant paying for travel, staff time, etc. Documentation must be provided to the State Library to verify a match; this can include receipts or payroll records. A required deliverable for this type of project would be a well-developed GIS Project Plan to be used for a future MLIA Grant Project.

MLIA GRANT FUNDING PARTNERS

A funding partner from the MLIA Grant Program perspective is either a **funding source** or a **funding recipient**.

- A **funding source** is an entity providing anything of value (in-kind or cash).
- A **funding recipient** is an entity that is directly receiving MLIA Grant dollars. All funding recipients must be eligible grant recipients.

The value of geospatial data holdings is not considered appropriate for in-kind matches; therefore, data providers are not considered funding partners. Data providers and other project participants should not be treated as funding partners; however, their role should be documented in the Relevance and Public Benefit sections of the application.

TRAVEL REIMBURSEMENT RATES

Applicant travel costs will be reimbursed at the approved State of Montana rates published by the Montana Department of Administration. Please consult the following guidelines for calculating applicant travel costs: [Employee Travel \(mt.gov\)](https://mt.gov/employee-travel)

FUNDING INFORMATION

The amount of “available grant funds,” guided by Administrative Rule 10.102.9102 (1), is defined as follows: “the balance of the Montana Land Information account on March 31 of each fiscal year, plus an estimate of not-yet-deposited state funds held by counties as of that date, less the state library’s budget associated with duties and responsibilities defined in 90-1-404, MCA, for the fiscal year and any funds committed to grants.”

- MLIA Grant funds are established as state special revenue funds from recordation fees. These are not federal funds.
- ***Projected available grant funds for FY2023: \$250,000.*** Grant proposals requesting MLIA funding that exceeds the amount available will not be considered.
- No applicant may pass granted funds back to an MSDI stewarding agency for work on MSDI themes.
- Funds are only dispersed to the awarded MLIA Grant applicants; funds are not dispersed directly to contractors or other third parties.

GRANT EVALUATION CRITERIA

Complete grant applications will be evaluated based on the following five parts:

1. **Relevance*** – The proposal meets the purpose of the Montana Land Information Act; references a grant category priority in the Land Information Plan; and clearly demonstrates how the grant project will further the Land Information Plan objectives for the defined category. (15%)
**This section is not required for applicants with the sole purpose of collecting new survey control data.*
2. **Public Benefit*** – The proposal demonstrates how the grant project will benefit one or more specific MSDI themes, including any theme-specific priorities as identified in the FY2023 Land Information Plan; enhance the land information needs of multiple business workflows/initiatives, agencies, and/or jurisdictions; and benefit the citizens of Montana. (15%) **This section is not required for GIS Project Planning applicants and applicants with the sole purpose of collecting new survey control data.*
3. **Project Management and Organizational Capability** – The proposal demonstrates the applicant's past record of performance with similar projects; the ability to implement the methodology described in the scope of work; the organization's capability to maintain the project; and adequate skills, qualifications, and experience of the Project Manager, key personnel, funding partners, and consultants to complete the project. (10%)
4. **Sustainability** – The proposal demonstrates future project sustainability and includes a plan for long-term funding and future enhancements. (10%)
5. **Scope of Work** – The proposal demonstrates adequate research and preparation; ensures the completion of the project within the one-year requirement; demonstrates knowledge and use of existing data standards/best practices and existing data models; and includes a complete project timeline of defined project tasks, including equipment purchases, and outlines their interdependencies. The proposal must clearly and concisely describe how the proposed grant activities and products will accomplish goals and objectives of the identified grant category priority. The proposed scope of work should align with the identified Land Information Plan priority. (25%)
6. **Budget** – The proposal clearly demonstrates that the project can be completed within the proposed budget; fully justifies all project expenditures reported in the budget and equipment purchases outlined in the scope of work; clearly outlines the costs of all identified scope of work tasks/activities; and demonstrates that the organization can leverage outside funding. (25%)

Applications are considered based on the completeness of documentation, ability to follow directions, meeting of stated basic eligibility, well written narratives, performance on past MLIA Grants, and merit in meeting the goals and strategies as stated in the Montana Land Information Plan for Fiscal Year 2023 and the purpose of the Montana Land Information Act. Budget information is evaluated for reasonableness and appropriateness to the purpose of the MLIA as well as to the applicant's project goals.

The Subcommittee members will review and rank every complete grant application according to scoring procedures based on the criteria percentages. The scored and ranked proposals and supporting documentation will be provided to the MLIAC and the Montana State Library Commission for final review and decision.

MLIA GRANT AWARD TIMELINE & APPLICATION

GRANT AWARD TIMELINE

The granting process timeline, guided by Administrative Rules of Montana (ARM) 10.102.9105, “Establishing the Grant Application and Granting Process,” is as follows:

Pre-Award Phase - Funding Opportunities and Application Review

- **Announcement:** By **January 15**, the State Library and the Subcommittee shall develop and publish the grant materials for the following fiscal year beginning on July 1.
- **Submittal:** Grant applications received by the State Library, through <https://mt.amplifund.com/>, before 5:00 p.m. MST on **February 15**, will be considered for evaluation.

Award Phase - Award Decisions and Notifications

- **MLIAC Review and Award Decision:** “(4) By **May 1** of each fiscal year, the state library, based on grant criteria and with advice of the grant review subcommittee, shall identify grant applications that meet the grant criteria and warrant approval and shall rank them in priority order.” (ARM 10.102.9105)
- **Montana State Library Commission Award Decision:** “(5) By **May 15** of each fiscal year, the state library commission, with advice of the grant review subcommittee, shall finalize the priority order of the grants. (6) The state library shall disburse available grant funds to grant applicants in the order of priority set forth under (5).” (ARM 10.102.9105)
- **Notification of Award:** Upon the approval of the prioritized list of grant applications, the State Library will notify all applicants after **May 15**.
- **Term:** The grant year starts on **July 1**, coinciding with the State of Montana fiscal year, and concludes on **June 30** the following calendar year. Exact closeout dates for deliverables and final request for grant funds will be negotiated in the statement of work.

Post-Award Phase – Implementation, Reporting, and Closeout

- **Reporting:** Award recipients submit quarterly reports and a final project report.
- **Request for Grant Funds:** Grant funds can only be requested upon the initiation of the grant year, after the signed statement of work (SOW) is in place, and when the proof for reimbursement can be documented. Work performed or purchases made prior to the grant year and/or before a SOW has been fully executed cannot be reimbursed. Request for grant funds will require an invoice, including the invoice from the applicant and supporting documentation for the expenditures.
- **Grant Closeout:** Grant recipients submit the final grant project report, financial report, data products, and final financial requests to the State Library. The State Library and the grantee must review and ensure that all requirements of the grant project have been met. Upon completing all the closeout requirements, including a review of the final financial and technical reports, the grant lifecycle ends.

AMPLIFUND GRANT MANAGEMENT SYSTEM

The Montana State Library uses the AmpliFund grant management system for administering the MLIA grant program (<https://mt.amplifund.com>). All applicants are required to complete and submit their applications using this system. Any applications submitted in any other format will not be considered for funding.

Applicants are required to register with AmpliFund in order to complete the application. See Appendix D for a list of videos for how to use the tool. MSL & AmpliFund will host a webinar that will be recorded for later use and made available on MSL's MLIA Grant Information webpage.

The online grant application contains a series of forms requesting information about the applicant's organization, project management experience, project proposal, and so forth. It is recommended that applicants complete a version of the application in a Microsoft Word document and then copy and paste the required information into the online system. All narrative sections of the application have fixed character limits. The character limit is a feature of the system.

We recommend that the project Budget materials be filled out after the Scope of Work (SOW) has been completed and submitted in AmpliFund. All identified tasks in the SOW must have a corresponding line item in the Detailed Budget Table.

Other resources can be found on the MLIA Grant Information webpage:
<http://geoinfo.msl.mt.gov/mliagrant>.

FY2023 MLIA GRANT APPLICATION

The FY2023 MLIA Grant Application can be accessed in the AmpliFund grant management system at the following link:

<https://mt.amplifund.com/Public/Opportunities/Details/123802e0-eb1a-49ba-aef4-1804047fe225>

MLIA GRANT APPLICATION SECTIONS AND INSTRUCTIONS

PROPOSAL INFORMATION

1. Identify the [FY2023 Montana Land Information Plan](#) Priority the proposed grant project addresses.
2. Identify if the proposed project is one or multiple years.
3. Write an executive summary for the proposed project. (3,000-character limit).

FUNDING PARTNERS & STATEMENTS OF SUPPORT

1. Identify each identified funding partner:
2. Statements of Support – All funding partners must be identified. Statements of support are required for each identified funding partner. Any funds pledged to this proposal must be reflected in the statements of support. See MLIA Grant Compliance – MLIA Grant Funding Partners section for the definition of a funding partner.

RELEVANCE | 15% OF TOTAL SCORE

1. Describe how the proposal meets the purpose of the Montana Land Information Act: to develop a standardized, sustainable method to collect, maintain, and disseminate information.
2. Clearly demonstrate how the proposal meets the defined [FY2023 Montana Land Information Plan](#) Priority.
3. 3,000-character limit.

This section is not required for applicants with the sole purpose of collecting new survey control data.

PUBLIC BENEFIT | 15% OF TOTAL SCORE

Describe why and demonstrate how the proposal will:

1. Benefit one or more specific [MSDI Themes](#), including any theme-specific priorities as identified in the [FY2023 Land Information Plan](#);
2. Enhance the land information needs of multiple business workflows/initiatives, agencies and/or jurisdictions; and
3. Benefit the citizens of Montana.
4. 3,000-character limit.

This section is not required for GIS Project Planning applicants and applicants with the sole purpose of collecting new survey control data.

PROJECT MANAGEMENT | 10% OF TOTAL SCORE

Organizational Capability – The applicant must demonstrate the organization's past record of performance with similar projects; the ability to implement the methodology described in the scope of work; and the organization's capability to support and sustain the project. (4,000-character limit)

Project Management – The applicant must identify both a primary and a secondary project manager and provide contact information for each. The applicant must demonstrate the defined project managers', key personnel's, and funding partners' adequate skills, qualifications, and experience for the defined project. (10,000-character limit)

1. **Management Plan** – The applicant must demonstrate how the defined project manager—not the hired consultant—will manage the entire project, including meeting the mandatory reporting requirements, communicating with the State Library, fulfilling data requirements, and managing all hired consultants.
2. **Financial Management** – The applicant must provide a sample, in PDF format, of the applicant's official invoice document.
3. **Past Record of Performance** – The applicant must demonstrate the defined project managers' GIS project management experience, grant management experience, **and** (if applicable) consultant management experience. The applicant must provide concrete examples of each and explain how the experience gained in those projects relates to the current proposal.
4. **Hiring a Consultant (if applicable)** – If the applicant has an existing contract with a consultant or plans to hire a consultant, the procurement process for acquiring professional services must be described in detail.
 - a. If a consultant has been hired, please identify the consultant, define the amount of time, identify key personnel, and the consultant's procured services and work completed relevant to the proposal.

GRANT ACCOUNTABILITY

The applicant must identify all awarded MLIA Grants to their organization. All MLIA grants awarded to the applicant's governmental entity/agency must be accounted for. State government applicants must only report for their respective agency. Performance on previously awarded MLIA grant projects will be taken into consideration in the final prioritization.

Applicants awarded MLIA Grants within the past five years, must include the following reporting:

- **FY2022 MLIA Grantees**: Report on the progress made toward meeting the requirements of the grant. The report must include the status of the project timeline, tasks, and deliverables. (4,500-character limit)
- **FY2021-FY2018 MLIA Grantees**: Provide a written narrative for each grant awarded, outlining the successes and failures of the grant. Explain how tasks, timelines, and deliverables of the project were or were not met. Demonstrate how past project failures will ensure future successes. (2,500-character limit).

PROJECT SUSTAINABILITY | 10% OF TOTAL SCORE

Sustainability is one of the key pillars of the Montana Land Information Act's purpose. In this section, the applicant must demonstrate future project sustainability and include a plan for long-term funding and future enhancements.

Please explain how the project will be maintained in the long term: include staffing, funding plans, and reducing dependencies on MLIA funding. If the grant proposal has identified improving an existing MSDI data layer, please explain how the applicant will coordinate with the Montana State Library to ensure the information will be made available. Explain any projected future enhancements that may require additional third-party funding. (3,000-character limit)

SCOPE OF WORK | 25% OF TOTAL SCORE

In this section, applicants must demonstrate adequate research and preparation; demonstrate knowledge of existing data standards/best practices and existing data models; and include a complete project timeline of defined project tasks and outline their interdependencies. The proposal must include how the applicant will apply quality control/quality assurance procedures for data (features/attributes) collected and/or edited by any identified consultants and the applicant.

Formatting, Writing, and Mandatory Form Requirements for this Section –

1. Applicants are required to use the “MLIA Scope of Work and Budget Justification Template,” provided in AmpliFund, for providing the proposed project's scope of work. Please complete the template and upload it as a Microsoft Word document in AmpliFund in Part 08: Scope of Work, Budget Justification, and Application Authorization. The scope of work should follow all formatting requirements explained in the template.
2. Refer to all hired or potential consultants/contractors as "consultant." Do not use individual or company names, e.g., Raster & Vector GIS Firm.
3. Collecting Survey Control – Applicant must submit the “MLIA Proposed Survey Control Point Collection” form, provided in AmpliFund, to identify the proposed collection. Applicants must indicate whether or not their proposed collection area falls within the priority areas for PLSS collection identified by the Montana State Library. View map: [PLSS Priority Collection Areas \(arcgis.com\): https://arcg.is/10jDGv0](https://arcg.is/10jDGv0).

Goals and Objectives – List the project goal or goals and objectives. Goals are separate and distinct from objectives. Project goals should be broad and provide a general statement of the project purpose. Each goal should have at least one measurable objective. Each objective should describe a specific outcome of the project and when this outcome will be achieved. Each objective should have at least one measurable task.

Tasks – Tasks must be described in chronological order necessary to accomplish the work under each objective. This description must provide sufficient detail to show that the tasks are achievable and will accomplish the objectives stated in the application. The description also should provide detail concerning the specific results of each task, and a projected completion date must be included for each task.

1. All equipment purchases must be listed as separate tasks. Each equipment purchase must be clearly described and include specific justification how the purchase will help achieve the applicant's goals and objectives.
 - a. e.g.: Task 1.1.1: Purchase Desktop Computer
 - b. Equipment purchases must comply with section 90-1-411 (1), MCA: "Money in the account may be used only for the purposes of this part, including purchasing technology to assist in collecting, maintaining, or disseminating land information and funding the budget required under 90-1-410."
2. Please refer to the MLIA Grant Compliance Section for *GIS Project Planning Grants* eligible expenditures and activities.
3. Please refer to Appendix B for requirements for collecting survey control.

Project Schedule & Timeline – The proposed project must be completed within one year and be realistic in scope. The project scope of work must include estimated completion dates for all project tasks.

Project Deliverables – Project deliverables must be entered in the Performance Plan section of the AmpliFund application. Each deliverable must be clearly explained and must state the specific project task(s) it is tied to. An estimated completion date must also be included for each deliverable. The State Library considers any product of the project (e.g., code, database, training materials, maps, photos, video, etc.) to be a project deliverable. All deliverables must be provided to the State Library as evidence of project completion and must be made publicly available.

BUDGET | 25% OF TOTAL SCORE

Applicants must demonstrate that the project can be completed within the proposed budget, fully justify all project expenditures, leverage existing funds, and explain long-term funding plans. The applicant must present a clear financial picture of all funds used for the purposes of successfully completing this proposed project. Refer to all hired or potential consultants/contractors as "consultant." Do not use individual or company names, e.g., Raster & Vector GIS Firm.

We recommend completing the Budget materials after the Scope of Work has been developed, as each task in the Scope of Work must be accounted for in the Detailed Budget Table explained below.

Required Budget Materials:

- **Detailed Budget Table:** Each applicant is required to complete and submit a Detailed Budget Table that clearly accounts for all project costs. A template may be downloaded from Part 08 of the application in AmpliFund. Please follow the instructions in the Excel template carefully. The completed Detailed Budget Table must account for all project tasks and must clearly identify the funding sources and intended expenditures for the project.
- **Budget Summary Table:** Each applicant is also required to complete a Budget Table in the AmpliFund system. The budget entered in AmpliFund should summarize costs for each expense category. After completing the Detailed Budget Table, calculate the total costs for each budget category, e.g., "Contractual." Then enter those amounts in the appropriate categories in the AmpliFund Budget Table.

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- **Creating Line Items:** When adding amounts to each budget category, applicants will need to create a new line item for any category with planned expenses. All line items must be defined in one of the following categories: Personnel, Travel, Equipment, Supplies, Contractual, or Other. Budget categories for which there will be no project costs do not need to have line items created. When completing the Budget Table in AmpliFund, please keep the following guidelines in mind:
 - Personnel - When requesting MLIA Grant funds for the Personnel category, fringe benefits must be clearly defined in the narrative section of that line item, as well as in the written Budget Justification Narrative described below.
 - Travel – Applicant travel costs will be reimbursed at the approved State of Montana rates published by the Montana Department of Administration. Please consult the following guidelines for calculating applicant travel costs: [Employee Travel \(mt.gov\)](https://mt.gov/employee-travel)
 - Indirect/Administrative Costs – Please see Appendix A for an explanation of allowable administrative costs for MLIA grants.
 - Please see the following sample line item for designating Contractual costs in an application. This format should be used for specifying costs in all budget categories. Please note that the line-item name is entered as “Contractual” and matches the category name. The Direct Cost entered should be the total cost for this category. If any applicant matching funds will be applied to this category, select “yes” in the Non-Grant Funded dropdown menu. Select “no” if there are no matching funds. Finally, if applicable, enter the amount of Cash Match and/or In-Kind Match for this category.

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Category **Contractual** ✓

Eligible Project Costs: Enter the total amount in the "Direct Cost" field (Direct Cost = Grant Funded + Cash Match + In-Kind Match). Change "Non-Grant Funded" to "Yes". Enter in your Match Dollar Amount. The "Grant Funded" is your requested MLIA funds. See the Guidelines for more information.

Item Type **Non-Personnel** ✓

Name*

Direct Cost*

Non-Grant Funded **Yes** ✓









Grant Funded

Cash Match

In-Kind Match

- A completed Budget Table in AmpliFund may look something like the following example:

Expense Budget

Category		Grant Funded	Non-Grant Funded	Total Budgeted
+ Personnel		\$0.00	\$10,000.00	\$10,000.00
Personnel	 	\$0.00	\$10,000.00	\$10,000.00
+ Travel		\$250.00	\$0.00	\$250.00
Travel	 	\$250.00	\$0.00	\$250.00
+ Equipment		\$2,400.00	\$0.00	\$2,400.00
Equipment	 	\$2,400.00	\$0.00	\$2,400.00
+ Supplies		\$0.00	\$0.00	\$0.00
+ Contractual		\$15,000.00	\$5,000.00	\$20,000.00
Contractual	 	\$15,000.00	\$5,000.00	\$20,000.00
+ Other		\$0.00	\$0.00	\$0.00
Total Expense Budget Cost		\$17,650.00	\$15,000.00	\$32,650.00

- Partner Funding – If funding for a specific budget category is anticipated from a Funding Partner in addition to MLIA and applicant funding, please create separate line items to account for MLIA funding, applicant funding, and funding

partner funding. The first line item should be used to define MLIA funding for the category as well as applicant funding for the category. Similar to the example contained above, the applicant portion of the funding should be designated as either Cash Match or In-Kind Match. For the Funding Partner's portion of the budget category, create a new line item and indicate the Funding Partner in the line-item name. When creating this new line item, the Funding Partner's contribution should also be designated as Cash Match or In-Kind Match, or some combination of both. Please see the examples below illustrating what the budget line items should look like when a Funding Partner is contributing to a specific budget category.

- Creating a line item for a Funding Partner:

Category **Contractual** ▼

Eligible Project Costs: Enter the total amount in the "Direct Cost" field (Direct Cost = Grant Funded + Cash Match + In-Kind Match). Change "Non-Grant Funded" to "Yes". Enter in your Match Dollar Amount. The "Grant Funded" is your requested MLIA funds. See the Guidelines for more information.

Item Type **Non-Personnel** ▼

Name*

Direct Cost*

Non-Grant Funded **Yes** ▼

Grant Funded \$0.00











Cash Match

In-Kind Match

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- Sample Budget with two line items in the contractual category to account for MLIA funding, Applicant funding, and Funding Partner funding:

Expense Budget

Category		Grant Funded	Non-Grant Funded	Total Budgeted
+ Personnel		\$0.00	\$10,000.00	\$10,000.00
Personnel	 	\$0.00	\$10,000.00	\$10,000.00
+ Travel		\$250.00	\$0.00	\$250.00
Travel	 	\$250.00	\$0.00	\$250.00
+ Equipment		\$2,400.00	\$0.00	\$2,400.00
Equipment	 	\$2,400.00	\$0.00	\$2,400.00
+ Supplies		\$0.00	\$0.00	\$0.00
+ Contractual		\$15,000.00	\$10,000.00	\$25,000.00
Contractual - MLIA Funding and County A Contribution	 	\$15,000.00	\$5,000.00	\$20,000.00
Contractual - County B Contribution	 	\$0.00	\$5,000.00	\$5,000.00
+ Other		\$0.00	\$0.00	\$0.00
Total Expense Budget Cost		\$17,650.00	\$20,000.00	\$37,650.00

Budget Justification Narrative – In addition to the budget tables explained above, applicants must also complete a written Budget Justification Narrative and upload it to the AmpliFund application in Part 08: Scope of Work, Budget Justification, and Application Authorization. The Budget Narrative must clearly state the assumptions used to develop each item in the proposed budget, including all sources of contracted and subcontracted cost estimates. If the applicant's share is to be considered in-kind funds, the source of those in-kind funds must be documented. Matching in-kind funds must be specific to the project and be fully justified. They may be monetary or in other forms such as staffing, infrastructure, or technology support. All line items listed in the Detailed Budget Table must be fully explained. If grant funds are to be distributed to multiple funding recipients through contractual agreements or other means, those must be explained in the narrative.

Matching Funds – Matching funds—either cash or in-kind—are not required by the MLIA Grant Program. However, matching funds from the applicant and any funding partners do demonstrate the applicant's commitment to the proposed project. Therefore, applicants proposing higher levels of matching funds will be scored more highly than applicants pledging little or no matching funds.

Matching funds must be clearly identified in the submitted budget tables and the Budget Justification Narrative.

APPENDIX A – GRANT ADMINISTRATIVE COST GUIDELINES

One MLIA grant evaluation criterion is how much of the MLIA dollar is spent directly accomplishing the proposed project goals/objectives vs. the amount of MLIA funds spent on organizational administrative costs. MLIA grant submissions may include reasonable administrative costs; the question arises as to what is “reasonable.” Any definition of “reasonable administrative costs” is subjective, so the criteria is not intended to exclude any rational administrative costs; certainly, none that use these costs as “matching” funds in support of the MLIA project goals.

Therefore, the State Library and the Subcommittee will consider any administrative costs up to 5% of the total MLIA funds requested “reasonable” upon their face value. If the MLIA administrative costs funds requested exceed 5%, the grant requestor must detail and individually justify each administrative cost. When evaluating the “above 5%” submissions, the Subcommittee and the State Library will consider the:

- Ratio of the total MLIA funded administrative costs to the total MLIA grant funds requested. The higher the ratio, the lower the overall grant score.
- Justification for each administrative cost category, and their application to the goals and objectives of the MLIA Land Information Plan.
- The mix of current grant submissions and the relative value of this submission to the short and long-term goals of the MLIA Council.

The State Library and the Subcommittee have the following options:

- Reject the grant;
- Ask the grant requestor to modify the administrative costs;
- Rate the grant lower in the MLIA grant funding priority list; and/or
- Accept the administrative costs as submitted.

APPENDIX B – COLLECTING SURVEY CONTROL

Data collection and submittal requirements for survey control, collected by a Montana Professional Land Surveyor, to improve the digital representation of the PLSS:

1. Survey control must be collected by a Montana Professional Land Surveyor.
2. Applicant must submit the MLIA Proposed Survey Control Point Collection form, with the MLIA Grant Application, and list all proposed survey control points.
 - a. The Montana State Library will review these proposed survey control points for relevance and optimal distribution for the enhancement of digital representation of the PLSS. If awarded, the MSL will work with MLIA Grant Award Recipient to ensure the best plan for collection, considering cost and the overall improvement to the PLSS.
3. A digital copy of the certified corner recordation document for all collected survey control points must be submitted in a digital format upon the closeout of this SOW.
4. The Montana State Library requires certified corner records documents for the enhancement of the digital representation of the Public Land Survey System (PLSS).
 - a. If certified corner record documents for the county(s) are available in a digital format:
 - i. The grantee will submit all digital corner record documents for the county upon the closeout of this SOW.
 - b. If certified corner record documents for the county(s) are not available in a digital format:
 - i. The Montana State Library will work with the grantee to obtain needed corner record documents for the county before closeout of this SOW.
5. Applicants must have all final control point data submitted using the Montana Control Point Database (MCPD) Data Submission Spreadsheet:
https://geoinfo.msl.mt.gov/Home/msdi/mapping_control
6. Coordinate System Requirements:
 - a. Coordinate System: NAD 1983 (2011) State Plane Montana (METERS).
 - b. Vertical Coordinate System: NAVD 1988.

APPENDIX C – REFERENCED DOCUMENTS OR WEBSITES

Montana Land Information Act – Statutes and Administrative Rules:

http://about.msl.mt.gov/commission_councils/montana_land_information_advisory_council/statutes.aspx

Montana Land Information Plan:

<http://msl.mt.gov/MLIAC/LandPlans>

Montana Land Information Advisory Council:

<http://msl.mt.gov/MLIAC>

Montana State Library Commission:

http://about.msl.mt.gov/commission_councils/commission.aspx

Montana Spatial Data Infrastructure Theme Stewards:

<http://msl.mt.gov/GIS/msdi>

MLIA Grant Information:

<http://geoinfo.msl.mt.gov/mliagrant>

Montana GIS Data List:

<http://msl.mt.gov/GIS/DataList>

Montana Control Point Database Submission Spreadsheet:

http://geoinfo.msl.mt.gov/Home/msdi/mapping_control

AmpliFund Applicant Portal Resources

We want to help make the transition for your applicants to using AmpliFund as seamless as possible. Please leverage the tools below with your applicants to provide them with training and support resources. You are welcome to post these documents or links on any internal sites you might have!

AmpliFund Applicant Training Video Series

Video	Length	Key Concepts
New User Registration	6:16	<ul style="list-style-type: none"> • Registering organization & user • Adding users to your organization
Portal Navigation	3:02	<ul style="list-style-type: none"> • Opportunity Page • Accessing Help • Apply Option
Opportunity Overview	4:34	<ul style="list-style-type: none"> • Opportunity Details • Evaluation & Scoring Tab (if applicable)
How to complete an Application	9:24	<ul style="list-style-type: none"> • Completing Project Information • Completing Application Forms • Navigating in an Application • Submitting an Application
How to complete a budget template	5:38	<ul style="list-style-type: none"> • Completing the budget template • Adding a budget category • Adding match
How to complete a performance plan template	3:57	<ul style="list-style-type: none"> • Completing the template
Administration Section	3:34	<ul style="list-style-type: none"> • How to access • Viewing applications • Adding users
Application Status – View, Withdraw, Delete	4:34	<ul style="list-style-type: none"> • Viewing application status • How to withdraw an application • How to delete an application
Returning to the Applicant Portal	2:50	<ul style="list-style-type: none"> • Using an opportunity link • If you are already a recipient of another grant managed in AmpliFund

Other Resources

Note: these are hosted on our ZenDesk site, may be accessed by signed in users or downloaded and shared.

- [Applicant Portal User Guide](#)
- [Applicant Portal FAQ](#)
- [Applicant Portal Terminology Guide](#)